



SDMS Doc ID 165437



Society for Risk Analysis

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Sue Birch. [Sending info.]

DATE: August 1998
TO: Presenters, SRA 1998 Annual Meeting
SUBJ: Presentation guidelines

Following are guidelines for your presentation at the SRA Annual Meeting, 6-9 December 1998 in Arizona. If you have questions concerning your presentation, you may contact the Secretariat at 703-790-1745, Fax 703-790-2672 or email at sraburkmgmt@aol.com. Please note that all presenters must pay the registration fees associated with the meeting.

You will receive your preliminary program with your presentation listed by mid September. If you do not receive your program after this time, please notify the Secretariat.

We thank you for presenting your work at the SRA Annual Meeting and look forward to seeing you in Arizona in December.

Platform (Oral) Presentations Poster Presentations Poster Platform Presentations

TO: ORAL PRESENTERS, 1998 ANNUAL MEETING
FROM: SRA PROGRAM COMMITTEE

Following you will find information that will help you prepare for your participation in the technical program at this year's Annual Meeting. We are glad to have you with us and hope the experience is a good one.

CHANGE IN SPEAKER OR CANCELLATION: As a courtesy to the audience and to your session chair, please let us know as soon as possible if there is a change in your presentation. If there is some last minute difficulty, please arrange for someone else to present your paper rather than canceling it.

All persons attending the Annual Meeting are required to pay the appropriate registration fee as indicated on the registration form. Lower preregistration rates are available for cost saving.

For changes to speaker or program prior to the meeting, please

call the SRA
Secretariat at 703-790-1745, Fax at 703-790-2672 or email:
sra@burkinc.com

INFORMATION FOR ORAL PRESENTATIONS

1. Unless you have been notified otherwise, your presentation is limited to twenty minutes including time for questions.
2. Every room will be equipped with a 35 mm slide projector and an overhead projector. Extra slide trays will be available upon request. There will also be a lavalier microphone and pointer in each room.
3. A speaker ready room will be provided where you can load your slides and rehearse your talk. We encourage you to make use of this room so that your slides are loaded properly.
4. You will be responsible for your own projection as there will be no projectionists provided in the session rooms.
5. Please use care to provide slides and overheads that are easy to see/read in a session room seating approximately 200 persons. It is usually a good idea to limit each slide to 15 to 20 words.

NOTE: You may contact the Secretariat if you need additional information on slide/overhead preparation. There is a detailed packet available.

TO: POSTER PRESENTERS, 1998 ANNUAL MEETING
FROM: SRA PROGRAM COMMITTEE

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CHANGE IN SPEAKER OR CANCELLATION: As a courtesy to the audience, please let us know as soon as possible if there is a change in your presentation. If there is some last minute difficulty, please arrange for someone else to present your poster rather than canceling it.

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preregistration rates are
available for cost saving.

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Secretariat at 703-790-1745, Fax 703-790-2672 or email sra@burkinc.com

INFORMATION FOR POSTER PRESENTATIONS

1. Each presenter will be assigned a 4' high x 8' wide poster board. Boards may be an inch smaller in either direction due to a border.
2. All lettering should be legible from 5 feet away. The minimum type size should be no less than 18 points and the style should be bold or semibold in simple, clean-looking type. Text material can be typed at about 12 points, then enlarged on a copying machine to as large as 24 points without significant loss of clarity.
3. Each author is responsible for assembly and removal of his/her poster.
4. It is important to adhere to the following set up/tear down times:

Posters presented on Monday/Tuesday	Monday by
Noon/Tuesday by Noon	
Posters presented on Tuesday/Wednesday	Tuesday
Noon-1:30/Wednesday by Noon	
5. Presenters should bring their materials for attaching illustrations to the poster boards (tacks/pins). Please do not use tape. Materials left after the removal deadlines will be taken down and stored as carefully as possible. However, SRA accepts no responsibility for material that may be lost or damaged. Please remove your materials on schedule as a favor to yourself and to those who use the board after you.

NOTE: You may contact the Secretariat if you need additional information on poster preparation. There is a detailed packet available.

TO: POSTER PLATFORM PRESENTERS, 1998 ANNUAL MEETING

FROM: SRA PROGRAM COMMITTEE

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for your participation
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hope the experience is a good one.

CHANGE IN SPEAKER OR CANCELLATION: As a courtesy to the
audience, please let us know
as soon as possible if there is a change in your presentation. If
there is some last minute
difficulty, please arrange for someone else to present your poster
rather than canceling it.

All persons attending the Annual Meeting are required to pay
the appropriate
registration fee as indicated on the registration form. Lower
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For changes to speaker or program prior to the meeting, please
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sra@burkinc.com

INFORMATION FOR POSTER PLATFORM PRESENTATIONS

1. Each session will begin with a short (3 minute
maximum) oral presentation by
each speaker giving highlights of their presentation.
Following these oral
presentations, the presenters will stand by his/her
poster for the remainder
of the 1 1/2 hour session for one on one interaction
with the audience. A
discussion/summary (at the session chair's discretion)
will close the
session.
2. Each presenter will be assigned a 4' high x 8' wide
poster board. Boards may
be an inch smaller in either direction due to a
border.
3. All lettering should be legible from 5 feet away. The
minimum type size
should be no less than 18 points and the style should
be bold or semibold in
simple, clean-looking type. Text material can be
typed at about 12 points,
then enlarged on a copying machine to as large as 24
points without
significant loss of clarity.
4. Each author is responsible for assembly and removal of
his/her poster.
Posters will be set up during the 1/2 hour break
before the session begins
and will be removed immediately following the session.

5. Presenters should bring their materials for attaching illustrations to the poster boards (tacks/pins). Please do not use tape. Materials left after the removal deadlines will be taken down and stored as carefully as possible. However, SRA accepts no responsibility for material that may be lost or damaged. Please remove your materials on schedule as a favor to yourself and to those who use the board after you.

NOTE: You may contact the Secretariat if you need additional information on poster preparation. There is a detailed packet available.

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Revised July 30, 1998
URL: <http://www.sra.org>